

CCM Meeting Minutes

INPUT FIELDS INDICATED BY YELLOW BOXES



MEETING DETAILS									
COUNTRY (CCM)		Lao PDR			TOTAL NUMBER OF CCM MEMBERS PRESENT (INCLUDING ALTERNATE)			10	
MEETING NUMBER (if applicable)		03			TOTAL NUMBER OF CCM MEMBERS JOINED ONLINE (INCLUDING ALTERNATE)			5	
DATE (dd.mm.yy)		18 June 2021			TOTAL NUMBER OF VOTING MEMBERS PRESENT (INCLUDING ALTERNATES)			14	
DETAILS OF PERSON WHO CHAIRED THE MEETING					TOTAL NUMBER OF <u>NON-CCM</u> MEMBERS / OBSERVERS PRESENT (INCLUDING CCM SECRETARIAT STAFF)			35	
HIS / HER NAME & ORGANISATION		First name	Assoc. Prof. Dr. Phouthone			QUORUM FOR MEETING WAS ACHIEVED (yes or no)			Yes
		Family name	Muongpak			DURATION OF THE MEETING (in hours)			3
		Organization	Lao Red Cross			VENUE / LOCATION		Don Chan Palace Hotel	
HIS / HER ROLE ON CCM (Place 'X' in the relevant box)		Chair		X	MEETING TYPE (Place 'X' in the relevant box)			Regular CCM meeting	X
		Vice-Chair						Extraordinary meeting	
		CCM member						Committee meeting	
		Alternate			GLOBAL FUND SECRETARIAT / LFA ATTENDANCE AT THE MEETING (Place 'X' in the relevant box)			LFA	X
HIS / HER SECTOR* (Place 'X' in the relevant box)				FPM / PO					
GOV	MLBL	NGO	EDU	PLWD				KAP	FBO
		X						NONE	

LEGEND FOR SECTOR*			
GOV	Government	PLWD	People Living with and/or Affected by the Three Diseases
MLBL	Multilateral and Bilateral Development Partners in Country	KAP	People Representing 'Key Affected Populations'
NGO	Non-Governmental & Community-Based Organizations	FBO	Religious / Faith-based Organizations
EDU	Academic / Educational Sector	PS	Private Sector / Professional Associations / Business Coalitions

SELECT A SUITABLE CATEGORY FOR EACH AGENDA ITEM (Place 'X' in the relevant box)																
GOVERNANCE OF THE CCM, PROPOSALS & GRANT MANAGEMENT RELATED TOPICS																
AGENDA ITEM No.	WRITE THE TITLE OF EACH AGENDA ITEM / TOPIC BELOW	Review progress, decision points of last meeting – Summary Decisions	Review CCM annual work plans / budget	Conflict of Interest / Mitigation	CCM member renewals /appointments	Constituencies engagement	CCM Communications / consultations with in-country stakeholders	Gender issues	Proposal development	PR / SR selection / assessment / issues	Grant Consolidation	Grant Negotiations / Agreement	Oversight (PUDRs, management actions, LFA debrief, audits)	Request for continued funding / periodic review / phase II / grant consolidation / closures	TA solicitation / progress	Other
OPENING PROGRAM	<ul style="list-style-type: none"> Introduction and endorsement of agenda Quorum verification and conflict of interest identification Update follow up action from the last meeting 	X														
AGENDA ITEM #1	Present the draft C19RM Full Funding Request 2021 to CCM members for reviewing and considering for								X							

ENTER THE NUMBER OF MEMBERS AGAINST THE DECISION >

*Consensus is general or widespread agreement by all members of a group.

ENTER THE NUMBER OF VOTING CCM MEMBERS WHO ABSTAINED>

MINUTES OF EACH AGENDA ITEM

AGENDA ITEM #1 Present the draft C19RM Full Funding Request 2021 to CCM members for reviewing and considering for endorsement

CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)

The COI was identified in this item, as three CCM members representing MOH, LRC and LWU are potential PR/SRs for this grant. However, based on the GF guideline, all CCM members are required to sign the CCM endorsement form.

WAS THERE STILL A QUORUM AFTER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no) > Yes

SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

A representative of the Technical Task Force has presented the draft C19RM Full Funding Request 2021¹ to CCM members for their reviewing and considering for endorsement. Some key information from the presentation has been shown below:

Summary Information

Country (or multicountry)	LAO PDR		
Principal Recipient(s), grant name(s) and Implementation Period(s)	MoH DPC (added to country grant LAO-C-MOH 2021-2023)		
Planned start and end dates of the C19RM activities by grant	Start date: 01-July 2021 End date: 31-December 2023		
Currency	USD		
C19RM Base Allocation amount	Submission type	Amount (US\$/EUR)	Submission date
	C19RM Fast-track Funding Request		
	C19RM Full Funding Request	US\$ 4,336,143	30 June 2021
	Total:	US\$ 4,336,143	
C19RM Above Base Allocation amount	Submission type	Amount (US\$/EUR)	Submission date
	C19RM Full Funding Request	US\$ 4,335,830	30 June 2021
	Total:	US\$ 8,672,286	

C19RM FR Budget Summary

Implementer	Approved Funding	C19RM Above Base Allocation	Grand Total	% Total
CHIAS/APL+/PEDA/HPP	335,720	290,272	625,992	7.22%
Lao Red Cross	145,990	94,489	240,479	2.77%
Lao Women Union	119,912	123,404	243,315	2.81%
Ministry of Health of the Lao People's Democratic Republic	143,127	91,601	234,728	2.71%
MoH CHAS/ HIV activities	800,440	1,078,138	1,878,578	21.67%
MoH CMPE	621,746	585,172	1,206,919	13.92%
MoH DHR	720,875	621,663	1,342,538	15.49%
MoH FDD	204,600	286,000	490,600	5.66%
MoH NCLE	462,607	540,800	1,003,407	11.58%
MoH NTC	779,037	622,016	1,401,053	16.16%
Grand Total	4,334,054	4,333,555	8,667,609	100.00%
Ceiling	4,336,143	4,336,143	8,672,286	
Variance	2,089	2,588	4,677	

¹For more information, please find attached file "GF_LAO_C19RM_FR_JUL 2021-DEC 2023": The file is also available in the CCMWebsite.

The approach used for the prioritization of interventions and activities in the C19RM Full Funding Request are linked to the pillars of the NSPRP. Under the National Covid-19 procurement task force, the MoH Department of Planning and Collaboration (DPC), Department of Health Care and Rehabilitation (DHR), Food and Drug Department (FDD), National Centre for Laboratory and Epidemiology (NCLE), Medical Products Supply Center (MPSC), Department of Finance and technical partners (WHO, CHAI) have proposed to prioritise the Global Fund investment for urgent procurement of diagnostics and therapeutics considering the current COVID-19 outbreak and based on the 10 pillars of the updated NSPRP as below.

- 1) Command, coordination and Planning
- 2) Infection, prevention and control
- 3) Case management
- 4) Surveillance and laboratory
- 5) Risk communication
- 6) Public Health and social measures
- 7) Essential health services provide by National programs and CSOs
- 8) Points of Entry
- 9) Availability and Accessibility of Good Quality Medicines and Medical Products
- 10) Monitoring and Evaluation

Key discussion points and comments from the meeting

- Regarding to the 5th pillar of the NSPRP, DHR MOH has proposed \$30,000 to procure a vehicle for field supervision by DHR team under C19RM above base allocation in this current C19RM Full Funding Request in page 17, the meeting has disagreed with the proposed budget and suggested DHR and the Task Force to review and reallocate this budget to cover other necessary tools or activities;
- The CCM Member who joined this meeting online has suggested to indicate clear objective of interventions and activities and budget in the C19RM Full Funding Request and avoid duplication with the existing fund, current new funding request and other funding sources which will support in the future;
- The senior technical adviser of CHAS has informed the meeting regarding the questions and some suggestions from DPC:
 - Funding Proposal of INGOs and CSOs in the C19RM Full Funding Request should be approved by Ministry of Foreign Affairs (MOFA) or not? In this regards, the representative from MOFA will take this issue to discuss with the concerned sectors within the ministry and will get back later;
 - The fund flow of any grant should transfer through a single door policy following the regulation of MOF;
 - Any of INGO should follow the regulation of MOFA and CSO should follow the regulation of MOHA;
 - Strategy of 3 deceases and Covid19 should be aligned with the Health Sector Reform Strategy and Framework;
 - This grant will be added to the country existing grant LAO-C-MOH.
- In the C19RM Full Funding Request, the management cost of CHAS is quiet high, the CHAS should work with writing team to review and readjust as appropriately;
- Representative of NTC has updated on the money for the procurement from the last grants that were identified by the GF as the contracts were signed outside the implementation period and the Global Fund cannot consider these procurements as commitments nor obligations to pay. The letter was sent form the PR to the GF to clarify and request for reprogramming. According to the last recommendations from the GF, the NTC will add the amounts into the new C19RM Funding Request.
- The meeting encouraged DHR to purchase the Mobile X-Ray instead of PSA Procurement; in this regards, the representative of DHR will bring this issue to discuss among DHR management team;
- The writing team was suggested to review and revise the C19RM Full Funding Request based on the comments from RSC, AFAO and CCM;
- A suggestion from LWU regarding to the voting process for endorsement any key documents requested from the Global Fund, the pre-meeting should be held for discussion among CCM Members before the endorsement in CCM Meeting. In the meantime, the pre-documents for endorsed should be translated in Lao language;
- The meeting agreed to endorsed for the C19RM Full Funding Request by majority votes under the following conditions and recommendations:

- The overall key interventions and budgets allocation are aligned with the national priorities and the Global Fund guidelines;
- The overall budgets allocation for all potential implementing partners are reasonable;
- The Task Force and Writing Team have to continue coordinating with the concerned national programs and departments, particularly the Department of Health Care and others to review and revise their interventions and budgets according to the comments from the meeting and received from emails;
- After improving the FR, the Task Force and Writing Team have to send the updated FR to the CCM Secretariat by next Monday, 21 June at noon time. The CCM Secretariat will then circulate the updated FR to all CCM members for their review and consideration for No Objection vote by Tuesday, 22 June at noon time; and
- Subject to no objection received or received less than 2 objections from different constituencies by the due date (based on the current CCM TOR), the CCM Secretariat will submit the final draft of Funding Request to the Global Fund Country Team by afternoon of 22 June.
- Issues related to C19RM 2021 funding proposal should be coordinated with the Ministry of Foreign Affairs and the Ministry of Interior, such as grants from the Global Fund for CSOs and INGOs.

DECISION(S)

The CCM members have endorsed the C19RM Full Funding Request by majority votes under the conditions and recommendations mentioned above

ACTION(S)

KEY PERSON RESPONSIBLE

DUE DATE

The CCM Secretariat to follow-up with the CCM members/alternates on signing the endorsement form and follow-up with the Task Force/Writing Team and CCM members to complete the final draft of Funding Request and submit to the GF on time.

CCM Secretariat,
Task Force/Writing
Team, CCM members

By 21st
June 2021

DECISION MAKING

MODE OF DECISION MAKING (Place 'X' in the relevant box)	CONSENSUS*		IF 'VOTING' WAS SELECTED, INDICATE METHOD AND RESULTS	
	VOTING		VOTING METHOD (Place 'X' in the relevant box)	SHOW OF HANDS
			ENTER THE NUMBER OF MEMBERS <u>IN FAVOUR OF</u> THE DECISION	>
			ENTER THE NUMBER OF MEMBERS <u>AGAINST</u> THE DECISION	>
			ENTER THE NUMBER OF VOTING CCM MEMBERS <u>WHO ABSTAINED</u> >	

*Consensus is general or widespread agreement by all members of a group.

AGENDA ITEM #2	Present a Revised CCM Code of Ethical Conduct to CCM members for reviewing and considering for endorsement
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CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)

No COI identified in this item

WAS THERE STILL A QUORUM AFTER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no) >

Yes

SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

The CCM Secretariat presented the revised **Code of Ethical Conduct for CCM Members²** in accordance with the recommendations from the Ethics Office of the GF. The last version of Ethical Conduct was reviewed and endorsed by CCM members during the CCM meeting in September 2020. This latest version has been published in February 2021 and is also available on the CCM Ethics webpage. The CCM members are requested to review and confirm to the Ethics Office that they have adopted the revised CCM Code of Conduct, by sending back the complete form provided with co-signed by the CCM Chair or Vice-Chair and the CCM Executive Secretary to the Ethics Office.

² For more information, please find attached file "Code of Ethical Conduct for CCM Members". The file is also available in the CCM Website.

The revised CCM Code includes the following key changes on the part of CCM Members' Dignity and Respect.

Members of the CCM treat people with dignity and respect by:

- **Ensuring respect for human rights, including discrimination:**
 - Ensure that programs financed by the Global Fund are designed to be inclusive, promote dignity, respect and empowerment of people and communities affected by HIV, TB and Malaria, as well as key and vulnerable populations.
 - CCM Members share accountability for prohibiting, preventing and responding to harassment and abuse of power, sexual exploitation and abuse and sexual harassment, as well as sexual activity with children in the context of GF programs.
- **Ensuring an atmosphere of mutual respect:**
 - In interactions with fellow CCM Members, Implementers, and GF staff, CCM Members are expected to maintain an enabling environment guided by mutual respect,
 - Abstain from all forms of bullying, harassment (including sexual harassment), discrimination, and other abuses of their power.

Key discussion points and comments from the meeting

- After the presentation, the meeting has no more comment and the CCM members have endorsed by majority votes the revised Code of Ethical Conduct of the Global Fund.

DECISION(S)

CCM members have endorsed the revised Code of Ethical Conduct of the Global Fund

ACTION(S)	KEY PERSON RESPONSIBLE	DUE DATE
The CCM Secretariat will send the completed form of endorsement to the Ethics Office.	CCM Secretariat	By the week of 21 June

DECISION MAKING

MODE OF DECISION MAKING (Place 'X' in the relevant box)	CONSENSUS*	IF 'VOTING' WAS SELECTED, INDICATE METHOD AND RESULTS		
			VOTING METHOD (Place 'X' in the relevant box)	SHOW OF HANDS
			SECRET BALLOT	
			ENTER THE NUMBER OF MEMBERS <u>IN FAVOUR OF THE DECISION</u> >	
			ENTER THE NUMBER OF MEMBERS <u>AGAINST</u> THE DECISION >	
			ENTER THE NUMBER OF VOTING CCM MEMBERS <u>WHO ABSTAINED</u> >	

*Consensus is general or widespread agreement by all members of a group.

AGENDA ITEM # 3	Update on the other Country and Regional grants of the Global Fund
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CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)

No COI identified in this item

WAS THERE STILL A QUORUM AFTER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no) >	Yes
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SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

RAI3E Program:

Representative from PR UNOPS has updated on the RAI program³ as below: A brief narrative of the presentation can be read in the presenter note section under each slide of the power point.

Presentation outline

- Budget absorption Q1-2021 RAI3E
 - by cost grouping achieved 41%
 - by achieved 41%

³For detail information, please find attached file "RAI3E Presentation_18 Jun 2021". The file is also available in the CCM Website:

- Performance targets and results for RAI3E grant (Jan-May 21):
 - Tested in all 3 sector 90%
 - Treated in all 3 sector 99.5%
 - Cases investigated and classified: 108%
 - Foci Investigated and responded: 59%
- Programmatic achievement from Jan-May 2021 mostly completed and some pending listed below:
 - Commodities revised forecasting for 2022-2023, Submitted to GF in May-2021
 - Audit and closure for RAI2E grant, Ongoing, expected finalization in July
 - Elimination activities, Extended to 19 districts in the south
 - Follow up outbreak responses, In Attapeu and Sekong
 - TDA and IPT for Pf elimination, In progress with the planning
 - Technical trainings in 2021, In progress with the planning
- Co-financing
 - Government co-financing approved by MOH for 2021: 643,836 US\$
 - Procurement process started at MOH,
 - LLINs must be WHO pre-qualified,
 - LLINs should arrive at the provinces not later than Feb-22
- Disbursement (through Bank of Lao PDR (BOL))
 - Transfer from GF to UNOPS to MOH-BOL to SRs
 - Transfer from MOH to SRs within 10 working days
 - **(Actual transfer from MOH to SRs:**
 - Q1-2021: 16 working days and
 - Q2-2021: 18 working days (Covid outbreak in May)
- Challenges (Key challenges for the program)
 - Case management
 - Low testing rate in public sector
 - PV referral and compliance monitoring: access and linkages issues
 - Surveillance
 - Late initiation of foci & outbreak response: challenges with HR, coordination and road access
 - Recurrent outbreak in Attapeu
 - Increasing malaria burden in Khammouane
 - Covid-19 outbreak
 - Implementation delays for training and supervisions
 - Masks for VMWs: challenges with accessing stock from the provinces' warehouses. All VMWs except in Attapeu province have not received masks since the start of the 2021 Covid-19 outbreak in Laos.
 - Procurement and supply chain
 - RAI3E LLINs for 2021 (Jul-Dec distribution): delay in delivery because of the LLIN manufacturing company being included under the Global Fund's recent sanction list, UNOPS is still waiting for GF's decision on how to proceed.
 - Timely delivery of government procured LLINs for 2022 mass campaigns: LLINs should arrive at the province level by Feb-2022.

Key discussion points and comments from the meeting

- The transferring fund process is taken longer that would delay for implementing activities; and the process should be faster than this in accordance with the financial regulation of the Ministry of Finance;
- The representative from MOF has provided the suggestion on the fund flow that the grant has to transfer to the single door in order to facilitate the monitoring. On the other hand, any delay process concerned, the CCM Member representative of MOF is pleased to facilitate on the disbursement process;
- The representative from DPC has raised some questions regarding to the achievement percentage of the activity implementation from January to May 2021 and the contributed amount of government co-financing. UNOPS representative replied that according to the information received from the MOH

counterpart, the 2021 co-financing budget amount has been approved by MoPI, and the procurement process for LLINs has been initiated.

HIV/AIDS Program:

Representative from PR MOH/National AIDS and TB Programs has updated on the Global Fund's Performance Letter for LAO-H-GFMOH and LAO-T-GFMOH⁴, the key summarized information as below:

1. Refund the amount of US\$ 154,274 (HIV program) and US\$ 253,292 (TB program) to the GF within 60 days after the receipt of this letter. If the refund is not received in 60 days, the GF will send a demand letter formally requesting the refund with the bank details; or
2. Include these items under the C19RM Funding Request as these are critical items related to the national response against COVID-19. If the PR decides this option, it is pivotal that in the C19RM FR it is clarified how each BL (HIV- 4 BL; TB 9 BL) relate to the national Covid-19 response. The GF cannot provide any guarantee that this will be approved by the C19RM approval committee.

Savings/Covid-19 Flexibilities (2018-2020) vs. C19RM (29 July 2020 - 30 June 2021)

- Savings/Covid-19 Flexibilities budget
 - US\$ 248,038 under LAO-H-GFMOH
 - US\$ 404,390 under LAO-T-GFMOH
- These must be used by 31 December 2020 under New Funding Cycle 2018-2020
- C19RM budget – US\$ 1,695,658 as additional funding as C19RM second award granted on 29 July 2020 and was disbursed by the GF under LAO-H-GFMOH grant, the fund could be utilized until 30 June 2021
- 19 May 2021 Discussion/Clarification on the Performance Letter through Zoom among TB-HIV Program + Writing team + LFA
- DPC/MOH Letter to GF, 8 June 2021
 - Fund was used against Covid-19 and most of the budget expended on health products such procurement of PPE, testing reagents...and mitigate the impact of Covid-19 on the national disease programs
 - Misunderstanding on the use of budget, Covid-Flexibilities vs C19RM even though PMU communicated with GF concerning all procurement process
 - One door policy for Covid-19 procurement process of health products and goods – beginning August, MOH approval October 2020 and some procurement contract signed with suppliers on January-February 2021?
- GF Letter to DPC/MOH, 9 June 2021
 - Savings NFC 2018-2020/Covid-19 Flexibilities grant, all procurement agreements have been signed before 31 December 2020
 - This is why the GF informed the PR in the Performance Letter there is an option to include the costs of such items in the upcoming C19RM request instead of paying a refund to the GF. The GF hope this option will provide flexibility to the MOH.

Then, the representative from National AIDS Program has updated on HIV Regional Grant – SKPA-2 Funding Request as below:

GF/Catalytic Funding-Multicounty Grant to support SKPA, USD \$12.5 million 2019-2021

Lao PDR's Objectives

- Secure strategic information to inform program design
- Promote and expand access to community-based testing, self-testing and PrEP
- Increase domestic financing to support transition and sustainability
- Peer-led demand creation and service re-orientation to increase treatment uptake and reduce loss to follow-up
- Develop strategic information for PWID, TG and low-risk women to inform planning

⁴For more information, please find attached file "Update on Response to GF Performance Letter". The file is also available in the CCM Website.

Activities implemented by CHias

- Community Base Monitoring (CBM) consultation training in Khammoune Province
- Community Base Monitoring (CBM) consultation training in Vientiane Capital
- Stigma & Discrimination training for health care workers and Peer supporters
- Demand Creation detail activity work plan and budget with APCOM
- MSM/TG focus group discussion (FGD) on community demands
- PrEP and tests (Oral Quick)-HIVST to cover 216 MSM/TG.
- PWID Rapid Assessment 2021 with budget \$85,000/AFAO and 117,000 euro/French 5% Initiative.

Sub-recipients

- CHAS;
- CHias.

Fund Flow - AFAO to PMU

- Y1 (2019) – Planned budget \$194,257 and utilized \$23,266
- Y2 (2020) – Planned budget \$617,628 and utilized \$172,184
- Y3 (2021) Reprogramming?

Key discussion points and comments from the meeting

- The presentations are almost clear and the participants in the meeting have no more comment for this item.

TB Program:

Representative from National TB Program has updated on TB Regional Grants – TEAM-2 and TEAM-C19RM Funding Requests as below:

Target area for TB region in Laos

N0	Province	District	Response
1	Luangnamtha	Nametha	PEDA
2	Borkeo	Tonpheung, Phaoudom	
3	Xaiyabouy	Xianghon,Hongsaand Paklai	
4	Vientiane Capital	Sikhot, Chanthabouly, Xaythany	
5	Khammoun	Thakerkand Hinboun	CHias
6	Savannakhet	Kaison and Xayphouthong	
7	Champasack	Pakseand Paksong	
8	Attapu	Phouvong	

Remark: NTC Cover all districts of 8 target provinces

TEAM MC2 budget

Country/PR	MC2 allocation request \$	MC2 PAAR \$	Country/PR
Cambodia	803,749	833,774	Cambodia
Lao PDR	834,766	944,384	Lao PDR
Myanmar	942,668	953,750	Myanmar
Thailand	2,638,306	1,233,024	Thailand
Vietnam	820,061	823,461	Vietnam
University of Oslo	300,200	0	University of Oslo
Regional activities Mod 3	227,500	300,000	Regional activities Mod 3
Regional activities Development	100,020	100,000	Regional activities Development
Regional PR	832,999	0	Regional PR
TOTAL	7,499,999	5,188,393	TOTAL

Covid-19RM Funding for TB migrant in GMS

- COVID-19 pandemic continues to have a devastating impact on global health systems and communities, the Global Fund will continue its COVID-19 Response Mechanism, (C19RM), in 2021.
- C19RM Base Allocation of US\$1,125,000. The C19RM Base Allocation represents an amount equivalent to 15% of the applicant's 2020-2022 Multicounty Catalytic funding.

- Global Fund C19RM allocation funding for TEAM grant, amounting to \$ 2.5 million, is aiming to address the impact of dual COVID-19 and TB pandemics on health care and community health services TB and TB-HIV among Migrants and Mobile populations (MMPs) in the Greater Mekong sub-region (Cambodia, Laos, Myanmar, Thailand, and Vietnam).
- For each country: Base Allocation = \$ 225,000,
Above Base Allocation = \$ 225,000

Key discussion points and comments from the meeting

- The presentations is almost clear and the participants in the meeting have no more comment for this item, but the minor suggestion was added that NTC should review carefully in order to avoid the duplication of activity implementation; strengthening on the coordination with the concerned provinces as well as any conduction of activities, the province has to be acknowledged.

DECISION(S)

No decision

ACTION(S)	KEY PERSON RESPONSIBLE	DUE DATE

DECISION MAKING

MODE OF DECISION MAKING (Place 'X' in the relevant box)	CONSENSUS*	<input type="checkbox"/>	IF 'VOTING' WAS SELECTED, INDICATE METHOD AND RESULTS		
	VOTING	<input type="checkbox"/>	VOTING METHOD (Place 'X' in the relevant box)	SHOW OF HANDS	<input type="checkbox"/>
			SECRET BALLOT	<input type="checkbox"/>	
	ENTER THE NUMBER OF MEMBERS <u>IN FAVOUR OF THE DECISION</u>			>	<input type="checkbox"/>
	ENTER THE NUMBER OF MEMBERS <u>AGAINST THE DECISION</u>			>	<input type="checkbox"/>
	ENTER THE NUMBER OF VOTING CCM MEMBERS <u>WHO ABSTAINED</u> >				<input type="checkbox"/>

*Consensus is general or widespread agreement by all members of a group.

AGENDA ITEM #4	Update on Lao CCM Evolution Status and the recruitment of two CCM's positions - Local Consultant to Support CCM Positioning Process and C19RM Coordination Officer
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CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)

No COI identified in this item

WAS THERE STILL A QUORUM AFTER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no) >	Yes
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SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED

CCM Secretariat has briefly updated on the Lao CCM Evolution Status and the recruitment of two CCM's positions - Local Consultant to Support CCM Positioning Process and C19RM Coordination Officer.

The position of C19RM Coordination Officer was the first recruitment process. The recruitment and selection process started with preparing the ToRs of C19RM Coordination Officer, defining the position requirements and selection criteria. Subsequently, the advertisement was published on 108 jobs website, CCM network and website for 2 weeks. After the closing date, all the applications have been processed to pre- screening by CCM Secretariat before to short listing applications for interview by panel members.

The panels were provided with a questionnaire for the interview, score sheet, summary table of the shortlist applicants, cover letter and CV of the candidates and additional documents. Short listed applicants were informed and invited for their interview. The interview was conducted at the CCM meeting room, MOH.

Following the interviews, the interview panels noted a slightly difference in the scores of the three candidates which of whom have comparable academic backgrounds and knowledge, working experiences, management skills and expectations. Some candidates have a good education background and working experience but have higher expectation of salary and additional benefit. Finally, the interview panels acknowledged that Mr. Phouvichit Xongmixay has suitable knowledge and experiences for undertaking the position of C19RM Coordination Officer. He has a reasonable expectation of salary scale and other benefits. In addition, he has been working with the

secretariat for over two years as a TA to support the CCM in Oversight functions, CCM's capacity building and improving Stakeholder/Constituency engagement.

According to the CCM TOR, the report was submitted to the ExCom for their review and the recruitment was approved by the ExCom through Email.

For the positions of Local Consultant to Support CCM Positioning Process is on the progress which follow the same recruitment procedure as the C19RM Coordination Officer and the Local Consultant will be deployed within July 2021.

Key discussion points and comments from the meeting

- The participants in the meeting have no more comment for this item. The CCM Secretariat informed the meeting that the C19RM Coordination Officer will start working with the CCM Secretariat soon.

DECISION(S)					
No decision					
ACTION(S)			KEY PERSON RESPONSIBLE	DUE DATE	
DECISION MAKING					
MODE OF DECISION MAKING (Place 'X' in the relevant box)	CONSENSUS*		IF 'VOTING' WAS SELECTED, INDICATE METHOD AND RESULTS		
	VOTING		VOTING METHOD (Place 'X' in the relevant box)	SHOW OF HANDS	
				SECRET BALLOT	
				ENTER THE NUMBER OF MEMBERS <u>IN FAVOUR OF THE DECISION</u> >	
				ENTER THE NUMBER OF MEMBERS <u>AGAINST THE DECISION</u> >	
			ENTER THE NUMBER OF VOTING CCM MEMBERS <u>WHO ABSTAINED</u> >		
*Consensus is general or widespread agreement by all members of a group.					

MINUTES OF EACH AGENDA ITEM					
AGENDA ITEM #3	AOB Close the meeting				
CONFLICT OF INTEREST. (List below the names of members / alternates who must abstain from discussions and decisions)					
No COI identified in this item.					
WAS THERE STILL A QUORUM AFTER MEMBERS' RECUSAL DUE TO DECLARED CONFLICTS OF INTEREST (yes or no) >				NA	
SUMMARY OF PRESENTATIONS AND ISSUES DISCUSSED					
DECISION(S)					
No Decision					
ACTION(S)			KEY PERSON RESPONSIBLE	DUE DATE	
DECISION MAKING					
MODE OF DECISION MAKING (Place 'X' in the relevant box)	CONSENSUS*		IF 'VOTING' WAS SELECTED, INDICATE METHOD AND RESULTS		
	VOTING		VOTING METHOD (Place 'X' in the relevant box)	SHOW OF HANDS	
				SECRET BALLOT	
				ENTER THE NUMBER OF MEMBERS <u>IN FAVOUR OF THE DECISION</u> >	

		ENTER THE NUMBER OF MEMBERS <u>AGAINST</u> THE DECISION >	
	*Consensus is general or widespread agreement by all members of a group.	ENTER THE NUMBER OF VOTING CCM MEMBERS <u>WHO ABSTAINED</u> >	

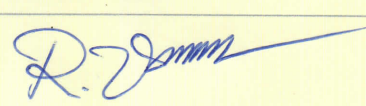
SUMMARY OF DECISIONS & ACTION POINTS

AGENDA ITEM NUMBER	WRITE IN DETAIL THE DECISIONS & ACTION POINTS BELOW	KEY PERSON RESPONSIBLE	DUE DATE
AGENDA ITEM #1	The CCM members have endorsed the C19RM Full Funding Request by majority votes under the conditions and recommendations. The CCM Secretariat to follow-up with the CCM members/alternates on signing the endorsement form and follow-up with the Task Force/Writing Team and CCM members to complete the final draft of Funding Request and submit to the GF on time.	CCM Secretariat	By 22nd June 2021
AGENDA ITEM #2	CCM members have endorsed the revised Code of Ethical Conduct of the Global Fund. The CCM Secretariat will send the completed form of endorsement to the Ethics Office.	CCM Secretariat	By the week of 21 June 2021
AGENDA ITEM #3			
AGENDA ITEM #4			


SUPPORTING DOCUMENTATION	Place an 'X' in the appropriate box	
ANNEXES ATTACHED TO THE MEETING MINUTES	Yes	No
ATTENDANCE LIST	X	
AGENDA	X	
OTHER SUPPORTING DOCUMENTS	X	
IF 'OTHER', PLEASE LIST BELOW:		

CHECKLIST			
(Place 'X' in the relevant box)			
	YES	NO	
AGENDA CIRCULATED ON TIME BEFORE MEETING DATE	X		The agenda of the meeting was circulated to all CCM members, Alternates and Non-CCM members <u>2 weeks</u> before the meeting took place.
ATTENDANCE SHEET COMPLETED	X		An attendance sheet was completed by all CCM members, Alternates, and Non-CCM members present at the meeting.
DISTRIBUTION OF MINUTES WITHIN ONE WEEK OF MEETING	X		Meeting minutes should be circulated to all CCM members, Alternates and non-members within <u>1 week</u> of the meeting for their comments, feedback.
FEEDBACK INCORPORATED INTO MINUTES, REVISED MINUTES ENDORSED BY CCM MEMBERS*	X		Feedback incorporated into revised CCM minutes, minutes electronically endorsed by CCM members, Alternates and non-members who attended the meeting.
MINUTES DISTRIBUTED TO CCM MEMBERS, ALTERNATES AND NON-MEMBERS	X		Final version of the CCM minutes distributed to CCM members, Alternates and Non-members and posted on the CCM's website where applicable within <u>15 days</u> of endorsement.

CCM MINUTES PREPARED BY:

TYPE / PRINT NAME	>	Mr. Budhsalee Rattana	DATE	>	30 June 2021
FUNCTION	>	Coordinator and Finance Officer	SIGNATURE	>	

CCM MINUTES APPROVAL:

APPROVED BY (NAME)	>	Assoc. Prof. Dr. Phouthone Muongpak	DATE	>	
FUNCTION	>	CCM Chair	SIGNATURE	>	